

Request for Qualifications

The Department of Defense, Veterans and Emergency Management is requesting qualifications from Architects and Engineers interested in designing a new Administration Building at The Maine Veterans Memorial Cemetery, Augusta Maine.

The building will be approximately 1200 square feet and will be highly energy efficient. It will have two offices, a conference room, public bathrooms, file storage, and a reception area. The building would be located on Old Belgrade Road.

Interested firms should submit 4 copies of a letter of interest, each with a Statement of Qualifications. This Statement of Qualifications should include the following:

- 1) The firms qualifications to undertake this project
- 2) The firms experience with budget and cost control including the results of the firms activities
- 3) A listing of projects that demonstrate the firms capabilities
- 4) A listing of recently completed work on similar type and size projects including contact information of the client or project contact for each project
- 5) Profiles of key personnel who will be involved in the design work
- 6) A statement of current workload
- 7) A listing of business references other than those listed above, including contact information
- 8) Additional information that you believe would be useful in evaluating the firms qualifications

If a firm intends to undertake the project jointly with another firm or by the use of consultants, please include information on the other known firms to be used.

Letters of interest with attached qualifications statements should be sent to the following address and must be received no later than 2:00PM August 28th, 2012:

Maine Veterans Cemetery System
163 Mt. Vernon Rd
Augusta, Maine 04330

At least three of the responding firms will be invited for an interview to discuss their qualifications (as determined by the selection committee after screening the responding firms).